

## **PURCHASE VOTER LISTS**

### **Requesting an Estimate for a List of Registered Voters**

Using the form areas below, you are able to request (online) an estimate of the cost of a list of registered voters. Once your request for an estimate has been received, it will be processed and an email confirmation will be sent to you. Response time to your request will vary with the volume of requests received. One inquiry can be made with each form presented.

In order to process your request, we must ask for personal information so that we can generate a client file and number and process your order for delivery. In general, we need to know the options you would like regarding; 1) list medium; 2) selection criteria; and 3) sorting order. Your choices in these areas will be detailed below.

### **REQUESTOR'S CONTACT INFORMATION**

Name and physical address (The name and physical address of person responsible for ordering and paying for the list. The physical address is required if list is to be sent by UPS after payment):

**Name and physical address:**

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**E-Mail Address** (Required if you would like the file e-mailed to you after payment is made):

**E-Mail:** \_\_\_\_\_

**Telephone Number and Fax Number** (Required in case we need to contact you with questions and/or send you informational sheets):

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

## **MEDIA TYPE**

Hardcopy report with district information (This would be all the information associated with parish districts such as policy jury, school board, senatorial, representative, etc.)

Hardcopy report without district information

Address labels with ward/pct (The ward and precinct numbers are printed above the name and address. The labels are the peel-and-stick type, 24 to a page. (3 columns, 8 rows))

Address labels without ward/pct

CD-ROM (Data in a CD file is text, not delimited. We will send you a record format layout sheet with your CD(s) in PDF format. You will need to know how the fields are arranged in order to setup your database to import the file.)

E-Mail (Data in an E-Mail file is text, not delimited. We will send you a record format layout sheet with your e-mail in PDF format. You will need to know how the fields are arranged in order to setup your database to import the file.)

**Phone Numbers** (if provided, available on all media types except labels):

Yes

No

## **SELECTION CRITERIA**

Parish or other divisions (Here is where you choose the voter records you want, excluding those you do not want. You might choose all voters in a certain police jury district, all voters of a particular party, or age, or range of ages. You might choose voters who have registered between two chosen dates, or those who voted in a certain election):

**Parish of other divisions:**

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Active voters only or all voters (active and inactive) (A voter whose record is flagged as “inactive” is still registered to vote; however, this voter has an address problem. When he appears at the polls to cast his ballot, he will be required to give proof of residence so that his record can be changed to show the correct address.):

**Active voters only, inactive voters only, or all voters:**

Active Voters Only

Inactive Voters Only

All Voters

**Enter your selection criteria on the lines below:**

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### **SORTING**

There are two pre-programmed standard sorts you may choose if you have not chosen any other way to sort. The two pre-programmed standard sort features can not be used in conjunction with any other sort option.

1. The Head-of-Household option picks out one registered voter at each address so that if there are five registered voters living at one address, only the oldest voter will be chosen. This is one way to limit the number of names you extract if you are interested in a mail-out in which one-per-household would suffice. The sort order for Head-of-Household is:

Zip Code/Residence Address/Age/Sex.

2. The Walk-List option gives you a list of persons in a chosen area printed in zip code/residential order so that you have a list of streets that can be carried along by someone walking the length of the street. The addresses will be the odd numbers first, then the even numbers. NOTE: If a house has no number, that residence will not be on the list.

**Sort:** \_\_\_\_\_

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